

Code: 0193
Administrative Service
Clerical, Accounting and General Office Group
Accounting and Finance Series

CLASS TITLE: **Auditor III**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs senior level professional auditing duties where the position works independently on moderate to complex and out of town auditing assignments; and performs related duties as required. These positions typically audit businesses or delegate agencies that operate at multiple sites and have a full range of tax or service obligations.

ESSENTIAL DUTIES: Meets with company representatives to discuss the audit process, present an audit schedule and request financial documents; examines accounting records, invoices, bank statements and computerized ledgers to determine compliance with generally accepted accounting principles, the municipal tax ordinance and contract provisions; uses software applications to extract accounting data from client databases and analyze computerized journal entries and trial balances for appropriateness of financial transactions; computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance; organizes financial data obtained from audit assignments and prepares computerized spreadsheets and analyses of data; prepares detailed reports of audit findings and explains results to audited agencies; recommends corrective action for delegate agencies in contract violation; interprets the tax ordinance and contract specifications and explains reporting requirements to the agency's financial officer or representative; attends tax hearings and provides details relative to assessed tax liability; makes recommendations for improving accounting and record keeping procedures.

RELATED DUTIES: Participates in special audit investigations and the preparation of related reports; may supervise lower level auditors on audit assignments; explains internal accounting processes and researches financial records to respond to inquiries from private auditors.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field with 15 semester hours in Accounting supplemented by two years of progressively responsible professional auditing experience, or an equivalent combination of training and experience, provided the minimum degree requirement is met.

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CLASS TITLE: **Auditor III** (Cont'd)

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a

clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Good knowledge of generally accepted accounting principles. Good knowledge of auditing techniques. Good knowledge of financial management and auditing principles. Good knowledge of financial report preparation. Good knowledge of financial software.

Ability to manage moderate to complex auditing assignments. Ability to prepare comprehensive financial reports. Ability to advise management of financial processes and procedures. Ability to travel out of state on audit assignments.

Good skill in the application of generally accepted accounting principles. Good auditing skills. Good business math skills. Good analytical skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel